

Clerk & Responsible Financial Officer

Sampford Courtenay Parish Council is inviting applications for the position of Clerk and Responsible Financial Officer.

Sampford Courtenay is a large rural West Devon parish, situated five miles to the north-east of Okehampton. We serve approximately 600 residents with a precept of circa £13k.

There are 8 Councillors and the Council meets 6 times per year on an evening every other month, meetings are held in the Sampford Courtenay village hall and applicants will need to be able to travel to that location.

The Clerk will be responsible for ensuring that the Council conducts its business correctly, providing independent, objective and professional advice and support. As Clerk you will prepare notices and agendas for meetings of the Council, attend the meetings recording minutes of the proceedings and post accordingly on the website and notice boards. You will provide all necessary administrative support to the Council to enable it to function effectively.

As Responsible Financial Officer, you will manage the administration of the Council's finances, prepare budget reports, monitor expenditure, produce accounting statements and support the annual review of the audit and precept process.

The role of Clerk and Responsible Financial Officer is a part time permanent position, working flexibly 16 hours per month. You will be expected to work from home with appropriate internet and telephone connections. A laptop and printer will be provided to ensure compliance with GDPR.

The ideal candidate will need good administrative skills, have ability to work on their own initiative, be able to plan, prioritise and meet deadlines by working flexibly, with good communication and IT literacy skills. Training and mentoring in local Council working practices will be provided.

This post is being offered with a salary depending on experience and qualification in line with National Joint Council (NJC) salary scales sitting in the SCP LC2 benchmark ranges. Training will be provided if necessary and there is an expectation for continuous professional development to maintain the standards for the Council's Foundation Award.

Requests for further information and/or application forms can be sent to Michele Wilson Parish Council Chair: cllr.carpenter.scpc@gmail.com

Closing date for applications: 31st December 2025

Interviews from 5th January 2026

Appointment by arrangement in January 2026